

## KOREA VISA PROCESSING for EMPLOYEES

1. Application Form
2. 1 piece of Passport size colored picture
3. Original Passport (should be valid for more than 6months)
4. Photocopy of Passport Bio-page (page 2)
5. Original & Photocopy of valid visa/s and arrival stamps to OECD member countries for the past 5 years (If applicable only)
6. Original Certificate of Employment  
(must include applicant's position, date hired, compensation, office address, HR landline number(cell-phone number is not allowed), HR e-mail address)
7. Original Personal Bank Certificate  
(must include account type, current balance, account opening date, ADB)
8. Bank Statement  
(original or certified true copy of bank statements/passbook for the last 3 months)
9. ITR(Income Tax Return) or Form 2316 Copy
10. Copy of PRC Card or IBP Card (If applicable only)
11. Birth Certificate (PSA)

\* If personally invited by Korean  
. Invitation Letter  
. Photocopy of invitor's Passport or Identification Card  
(authentication not required)

\* If invited by Company in Korea  
. Invitation Letter  
. Photocopy of Korean Company Business Permit  
(authentication not required)

\* Frequent travellers who have travelled as tourist to OECD member countries within 5 years are exempted from submitting ITR.

- Processing Time:  
3 working days (for those who have been to OECD member countries within 5 years as tourist)  
5 working days (for those who have not been to OECD member countries within 5 years)
- Visa Fee: 59 days (or less) stay in Korea -- GRATIS  
60 to 90 days stay in Korea -- PHP1,800.00